Staff Agreement for Online Distance Learning

- March 2020

## All staff are required to read and carefully review this Online Learning Agreement. It is an addendum to the existing policies and procedures in place for use of the Internet and of ICT (please refer to our E- safety and Acceptable Use Policies). This document outlines our expectations of how you should conduct yourself when you are teaching and communicating remotely.

Once you have read through the agreement, you will be asked to agree to the requirements set out in the contract.

## Please be aware that Senior Leaders will maintain oversight of lessons held remotely to ensure Safeguarding protocols are met.

Safety First

Key e-safety messages should be reinforced as part of each lesson.

* 1. Staff should reinforce e-safety messages during lessons and when setting homework that requires access to the Internet. This includes access to messaging systems, internet notice boards, virtual learning environments (VLEs) and other internet based educational resource environments.
  2. Students should be encouraged to be critically aware of the content they access on-line and encouraged to validate the accuracy of information.
  3. Students should also be taught to acknowledge the source of information used – never to plagiarise - and to respect copyright when using material accessed on the Internet.
  4. Support for students in the online space should never be brokered to any third parties, and any joint support that is effected through the use of Google Classroom and Google Meet should only include Ashbourne College staff who have been DBS checked and fully inducted.
  5. Bullying is an unfortunate feature of the online environment and the perceived anonymity can add to this. Staff should be alert to students working in groups online where suddenly the relationships seem to break down.
  6. If staff feel that the system is not being used appropriately the same protocols apply as if Ashbourne were functioning normally. The DSL has the same responsibilities for safeguarding and should be the first port-of-call for any concerns about the online safety of our students.
  7. Behavioural issues should be dealt with in line with the College’s Policies (Student Behaviour and Exclusions Policy, and Student Attendance Policy) and appropriate sanctions can be applied.

# Code of Conduct



Choosing a venue



# Staff responsibilities



Conducting the Lesson

* 1. Ensure you take the register at the beginning of your lesson using Filemaker.
  2. Following previous guidance, teachers are not expected to log lateness, however if you think that the student is extremely late and you would like to report this, then please do email Sharan directly and she will update your register.
  3. Regardless of the usual time of the lesson, classwork must be assigned for students to complete via Google Classroom before 9 am on the day that the usual class would take place (Art teachers speak to Lee separately).
  4. Make sure your equipment and materials are organised in advance of your lesson. Be well prepared.
  5. Be ready to start your lesson on time, in line with your timetable.
  6. Provide clear instructions about what students are expected to do within each lesson.
  7. Set homework as you would whilst teaching on College premises, and make sure this is marked. Give written feedback, and oral feedback during lessons.
  8. Within the student contract it is made clear that the taking of photos, recordings (audio and visual) or videos of teachers or other students is not acceptable in any circumstance. Staff should therefore not record or take videos of their lessons. Should you wish to, please ask permission from the Director of Studies.
  9. Whilst we recommend teachers to conduct the lesson without relying on visual interaction, teachers may well choose to conduct their lesson using their camera, so that they can see one another's faces. Please note that students have the right not to use their camera and display their face.
  10. Do not interrupt lessons to search for refreshments. Do not eat snacks or meals during lessons.
  11. There may be a possibility that you work with only one student at a time. Please treat this eventuality exactly as you would at the College.
  12. Staff should turn off all notifications to avoid exposure of personal data, unsolicited messages and cause disruption to the lesson.

# Data protection

* 1. Under GDPR all online content from a student may be regarded as personal data and is subject to the provisions under the Data Protection Act.
  2. The names, emails and phone numbers of students are personal data. This means that only authorised people should have access, and the information should be kept only as long as it is required.
  3. Personal data should only be used to assist you to carry out your work. It must not be given out to people who have no right to see it.
  4. All staff should maintain the security of all computerized databases of information on individuals, whether they are staff, students or members of the general public. Any queries in this regard should be referred to the Director of Studies.
  5. When screen sharing, please be aware that the use of Filemaker will be shown to all meeting participants.
  6. Students have been asked to give their consent (by signing a separate agreement) for their data to be used on a temporary basis.

Please note that:

* 1. Student data should not be kept on the private devices of staff.
  2. Data should only be accessible to those staff that need it.

# Agreement to the contract

Now that you have read the agreement, please confirm the below: \*

I have read and understand the above requirements and agree to follow them.





